

# MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY STEWARDSHIP GRANT PROGRAM



## 2010 Call for Grant Proposals

The Community Stewardship Grant Program is an initiative of the Missouri Department of Conservation (MDC) which aims to support conservation in Missouri communities. Eligible partners in the St. Louis metropolitan area may receive funding for partner- and volunteer-based habitat improvement projects. While habitat improvement and organizational partnerships should be central project objectives, preference will be given to projects which also involve volunteers in restoration activities.

Project applications should be relevant to the three broad goals of the Community Stewardship Grant Program:

- (1) Provide support for terrestrial and aquatic habitat improvement, and community land stewardship,
- (2) Coordinate efforts among similar organizations which share the common goal of improving urban habitats and supporting community conservation efforts, and
- (3) Engage urban residents in community conservation through volunteer efforts to improve habitat.

### **Grant awards**

MDC has \$45,000 available for Community Stewardship Grant Program projects in the St. Louis area. The maximum request for grant awards is \$7,500.00. Partial project funding may be granted; indicate in the application whether partial funding would be accepted.

Preference will be given to projects which utilize match or in-kind contributions, demonstrating partners' commitment to a project. Examples of potential projects are described in Attachment 1.

### Eligible applicants

Eligible applicants include (1) government entities (e.g., municipal and county parks departments, public schools), (2) non-profit, 501(c)(3) corporations, and (3) other organizations or groups partnered with a government or not-for-profit group which has 501(c)(3) status with a federal identification number.

### Eligible practices

Practices eligible for funding include but are not limited to: native plant establishment, terrestrial and aquatic habitat enhancement, and exotic species control. Trail development and outreach activities and events may be eligible for funding if part of a larger habitat improvement project. Projects requesting funds for land management practices to improve habitat will rank higher than those requesting funds for trail development or outreach. Funding for equipment purchases must not exceed \$1,000.00. Equipment purchase over this amount may count toward in-kind contributions. Funding will not be granted for the development of educational materials or for administrative salaries.

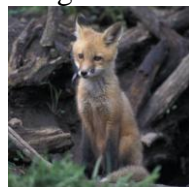
### Grantee requirements

Grantees will be required to sign a grant agreement, submit progress reports that include both a financial and narrative summary on progress toward project completion, and comply with MDC's policy regarding grants. Projects must be completed within 2 years of signing the grant agreement.

## Proposal format and requirements

Proposals must be received by 5pm on October 2, 2009. No late proposals will be accepted. *Please limit grant applications to 7 pages or less* (not including maps, sketches, or letters of support). Use the following format and sequence for grant applications:

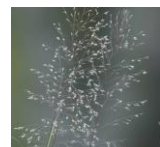
1. Title
2. Purpose of grant: Clearly define goals and objectives, and give a brief summary of activities.
3. Terrestrial or aquatic habitat types improved and benefits of project: What type of habitat will the project improve (e.g., forest, wetland, grassland, glade, etc.)?
4. Project location: Include a map or sketch of the project site (hand drawn maps are acceptable) to allow the selection committee to visualize project. Clearly identify project components in the map or sketch. Include an aerial photo of the site if possible.
5. Project description: Give a detailed description of project activities, practices, and an associated timeline (projects must be completed in two years following grant award), and define roles of different groups involved. Describe how the funds will be used to improve a project site's habitat; give details about the specific land management activities which will be used. If project involves plantings, include a list of plant species to be used. If this is an on-going project which received previous MDC Community Stewardship Grant funding, provide information on previous years' project accomplishments.
6. Project partners: List partner organizations and entities, and describe the contribution (financially or in-kind) of each partner to the project. Include letters of commitment to project if possible. Do not include paid contractors as partners unless services are donated.
7. Measurable outcomes: Identify specific, measurable outcomes that can be used to track progress.
8. Long-term maintenance/ management plan: Include detailed timeline for project activities. Describe how improvements will be maintained or managed following initial project completion.
9. Volunteer involvement and other community involvement or benefits.
10. Grant request amount: Include matching funds and in-kind contributions, and an itemized budget for project which clearly indicates the source and intended use of funds, and whether partial funding would be accepted.
11. Organization(s) and contact information: Identify project's lead organization and partner organizations. Include organization contacts (e.g., staff names, titles, addresses, phone and email), and a list of lead organization board members and officers if applicable. Schools must include a letter of support from the school principal and identify a staff member as the lead project contact.
12. Fiscal responsibility: Describe fiscal management and identify grantee fiscal agent.



## Proposal ranking

Proposals will be ranked by the CSGP Selection Committee based on the following criteria (100 points possible):

- Value and quality of habitat restoration or improvement activities (35 points)
  - MDC grant funds must be spent on terrestrial or aquatic habitat enhancement such as native plant establishment, grassland or prairie restoration projects, and on efforts to involve area residents in land stewardship activities on project sites.
- Partnerships developed, matching resources OR demonstrated need (30 points)
  - Partners are defined as those organizations and entities which contribute financially or in-kind to the project. This does not include contractors who will be paid for services.
  - Priority will be given to projects which have at least one non-MDC funding source, or which provide a detailed list of in-kind contributions such as volunteer time, equipment use, and materials.
  - In the case where hardship prevents an applicant from committing organizational manpower or finances to a project, the selection committee may award points so to not disadvantage applicants who do not have access to adequate resources.
- Volunteer roles and support (20 points)
  - Priority will be given to projects which involve area residents in project activities.
  - Projects will be awarded a greater number of points for having identified volunteers who are committed to project implementation and on-going maintenance.
  - Volunteer labor may be counted as in-kind project contribution; calculate value by using the Missouri minimum wage of \$7.05 per hour.
- Project completion and long term management plan (10 points)
  - Projects must be completed within two years of grant awards.
  - Include a detailed and realistic timeline of project activities and how funds will be spent on a quarterly or seasonal basis.
  - A long term plan should be included which describes management activities following completion of grant project, to maintain habitat improvements.
- Location and visibility (5 points)
  - Project sites must be located in St. Louis City, St. Louis County, St. Charles County, or Jefferson County north of Highways 30, M, or MM.
  - If the project is located on a property that is not owned by the lead contact, include a letter from the property owner stating support for the project.
  - Projects which are accessible to the surrounding community and have high visibility receive a greater number of points.



**Proposal deadline for 2010 funds**

Proposals must be received by 5pm on October 2, 2009. Grant proposals may be mailed to:

Urban Wildlife Biologist  
Missouri Department of Conservation  
11715 Cragwold Road  
St. Louis, MO 63122

Or sent as an MS Word or pdf document to: [Erin.Shank@mdc.mo.gov](mailto:Erin.Shank@mdc.mo.gov) .

Please do not fax proposals.

The MDC Grant Selection Committee will notify applicants of their status by December 18, 2009. Grant funds will be awarded in April and May 2010. Projects that do not receive grant awards will be given reasons for rejection, and/or suggestions for making the proposal more competitive.

**Assistance and questions**

Grant applicants are strongly encouraged to contact the grant program coordinators prior to submitting an application to discuss a potential project and the application requirements.

Grant program coordinator contact:

Erin Shank, Urban Wildlife Biologist  
Missouri Department of Conservation  
Powder Valley Conservation Nature Center  
11715 Cragwold Road  
St. Louis, MO 63122  
Phone: 314-301-1506 ext.2239

Email: [Erin.Shank@mdc.mo.gov](mailto:Erin.Shank@mdc.mo.gov)

MDC reserves the right to modify its procedures, standards and policies from time to time without prior notice and without the consent of applicants or others. While it is not the intent of MDC to inconvenience or disadvantage applicants, MDC believes it must retain the ability to adjust to changing legal, factual and experiential circumstances in discharging its statutory responsibilities and fulfilling the goals of the grant program.

In addition and for the same reasons, MDC reserves the right to reject any and all applications and to award such grants as MDC may determine to be appropriate from time to time. The points set forth in this application are not totally determinative as to whether a grant is awarded. And MDC reserves the right to consider other factors in awarding grants.

## Attachment 1

### Examples of potential projects

#### Example 1

*Site:* A twenty acre site located along a degraded and generally unused stretch of open space owned by a utility company.

*Project description:* Plant and manage native, warm season grasses and forbs along the 20 acre stretch. Long term plans include constructing a trail through the area.

*Project partners:* The utility company, an adopt-a-trail group, a conservation interest group, and a native plant society.

#### Example 2

*Site:* A five acre forested area in an existing municipal park. The area has mature oaks and hickories and a thick understory of bush honeysuckle.

*Project description:* Cut honeysuckle and treat with herbicide, and replant area with native tree and shrub seedlings. Long term plans include annual herbicide treating of honeysuckle resprouts and periodic plantings of native tree and shrubs.

*Project partners:* A municipal parks department, a birding interest group, a boy scout group, and a neighborhood association.

Budget table for Example 2

<b>Project item</b>	<b>Source</b>	<b>Amount</b>
Herbicide 3, 2.5 gal glyphosate, \$110 each	MDC Grant fund request	\$330.00
Tree, shrub seedlings (detailed species list included in grant proposal)	MDC Grant fund request	\$3,500.00
Contractor to cut, chip 5 acres honeysuckle	Neighborhood association, matching funds	\$3,500.00
Volunteer workday to plant tree and shrub seedlings	Boy scouts and birding group, in-kind donation of volunteer hours; 30 people for 4 hours = 120 man- hours= \$846.00	\$846.00
Spring treating of honeysuckle resprouts, donated park staff time and 2.5 gal herbicide.	Municipal park department, in-kind donation of staff and equipment; 3 staff for 8 hours = 24 man- hours at \$10/hr = \$240.00; 2.5 gal herbicide = \$110.00 Total = \$350.00	\$350.00
<b>TOTAL MDC REQUEST</b>		<b>\$3,830.00</b>
<b>TOTAL PROJECT BUDGET</b>		<b>\$8,526.00</b>